



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

5720
Ser DNS-36RM/21U102970
October 4, 2021

Sent via email to: (b) (6)

Ms. Kendal W. Langlois

(b) (6)

Dear Ms. Langlois:

This is in reference to your Freedom of Information Act (FOIA)/Privacy Act (PA) request dated September 30, 2021. Your request was received in our office on the same day and assigned case number DON-NAVY-2021-011017.

In the course of processing your FOIA request this office contacted Navy Personnel Command (NPC) to conduct a search for records relating to "service member DD-214 request". Accordingly, NPC searched their paper and electronic files and have advised this office that no responsive records were located.

In an effort to assist you further, it has been determined that if a DD-2414 still exist for this service member, it is no longer in the possession and control of the Navy, but may be maintained by National Personnel Records Center (NPRC) located:

National Personnel Records Center
Military Personnel Records Branch
1 Archives Drive
St. Louis, MO 63132-5100

In view of the above determination, your request is being returned, recommending that you write directly to the above-identified official to request a copy of the service members DD-214. To assist you in making your request to that official, a blank SF-180 form, which you need to complete and attach to your request letter, is being included as Enclosure 1.

Please be advised, however, that without the written authorization from the service member you are you requesting records of, only minimal information can be released to you. If the service member is deceased, please ensure that you attached proof of death (i.e., death certificate or obituary) to ensure

that you are afforded the maximum amount of information and if you have access to a computer, you may file your request online at <http://www.archives.gov/st-louis/military-personnel/> or via fax to: (314) 801-9195.

Because no records were located, under 32 CFR §701.12(a), you have the right to an appeal. It must be received within 90 calendar days from the date of this letter. Please provide the appellate authority (see below) the following in an envelope marked "FOIA appeal":

- a letter requesting an appeal that explains what you are appealing with any supporting arguments or reasons you think may be worthy of consideration;
- a copy of your initial request;
- a copy of the letter of denial.

Also, please provide me a copy of your appeal letter at DONFOIA-PA@NAVY.MIL.

There are two ways to file an appeal: through FOIA online or by mail.

1. Through FOIA online. This will work only if you set up an account on FOIA online before you make the request that you would like to appeal. To set up an account, go to FOIA online (this is a website that will appear as the top hit if you search the internet for "FOIA online"), click "Create Account" (a link located within the blue banner at the top in the upper right corner), enter your data into the field that subsequently appears, and click "Save" (at the bottom left of the screen). With your account thereby created, you will have the power to file an appeal on FOIA online to any request you file on FOIA online thereafter. To do so, locate your request (enter a keyword or the request tracking number in the "Search for" field on the "Search" tab), click on it, then the "Create Appeal" tab in the left-hand column. Complete the subsequent field, click "Save," and FOIA online will submit your appeal.
2. By mail. Address your appeal to:

Department of the Navy
Office of the Judge Advocate General (Code 14)
1322 Patterson Avenue SE, Suite 3000
Washington Navy Yard, DC 20374-5066

In this instance, the fees associated with the processing of your request are waived, but this action is not indicative of how future requests will be handled.

For this determination, you have the right to seek dispute resolution services from either the DoD Navy Component FOIA Public Liaison, Mr. Chris Julka, at: Christopher.a.julka@navy.mil, via phone: (703) 697-0031; or by contacting the Office of Government Information Services at: (<https://ogis.archives.gov/>), (202) 741-5770, ogis@nara.gov.

Questions regarding the action this office has taken to process your request may be directed to our FOIA Service Center at (202) 685-0412 or via email at donfoia-pa@navy.mil.

Sincerely,

A handwritten signature in black ink that reads "Gregory Cason". The signature is written in a cursive, flowing style.

G. Cason
Deputy Director
DON FOIA/PA Program Office